

The Promise Scotland Ltd –Privacy Notice for Job Applicants

The Promise Scotland is providing you with this Privacy Notice to comply with data protection law to ensure that you are informed and that we are transparent about how we collect and use your personal information.

The Promise Scotland is the 'Controller' and is responsible for looking after the personal data that you provide. Our registered address is:

The Promise Scotland
C/O Brodies LLP
Capital Square,
58 Morrison Street,
Edinburgh, EH3 8BP

For any queries or concerns about how your personal information is being processed (used) please contact dataprotection@thepromise.scot

This Privacy Notice relates to the following process: Recruitment and selection

We collect and use your personal information as you are applying to enter a contract with us. We will process special category data to monitor recruitment statistics and make reasonable adjustments to support you during the application process where requested.

If you are successful in your application, your recruitment information will be used to establish your staff record and the Privacy Notice for staff will inform you about how we use your information.

Your personal information will be used for the following purposes:

- Managing the application and recruitment processes
- Communication purposes for example to invite you to interview
- Making reasonable adjustments for candidates with a disability
- Making a decision about your recruitment/appointment
- Determining the terms on which you work for us, if appointed
- Checking that you are legally entitled to work in the UK
- Assessing qualifications
- Requesting references from your previous employer(s), if appointed
- Maintaining recruitment statistics
- Conducting surveys to measure satisfaction for service improvement purposes

We may also process your personal data where we are legally required to, for example to prevent fraud or in the prevention or detection of crime.

Categories of personal information collected: See Schedule 1

Our lawful basis for using personal data is:

- **Contract:** Contract of Employment
- **Legal Obligation:** Employment Rights Act 1996 and Equality Act 2010

Our lawful basis for using Special Category Personal Data:

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- Statutory requirements under employment law
- Substantial public interest to comply with Equalities Law

Your personal information will be shared with the following recipients:

- Contracted third parties who deliver ICT services and software on behalf of The Promise Scotland.

Transfers

Personal data may be transferred out of the UK by contracted third parties where there is a lawful basis to do so.

The processing of your personal data does not involve automated decision making.

Your personal information will be retained for the following length of time:

- **Unsuccessful applications** – If you are unsuccessful in the recruitment process, your information will be deleted after six months.
- **Successful applications** – If you are successful, your recruitment information will be used to establish your staff record. Details on how long we hold staff records can be found in our Staff Privacy Notice.

Your rights under Data Protection Law:

- The right to be informed (this is the Privacy Notice)
- The right to access your personal data
- The right to rectification if the personal data we hold about you is incorrect
- The right to restrict processing of your personal data.

In addition, the following rights apply only in certain circumstances:

- The right to withdraw consent at any time if consent is our lawful basis for processing your data
- The right to object to our processing of your personal data
- The right to request erasure (deletion) of your personal data
- The right to data portability
- The right not to be subject to automated decision-making including profiling.

For more information about your rights please see www.ico.org.uk

Contact us

If you have any issues about this notice or the way we have handled your personal information, please contact our Data Protection Officer in the first instance.

Email dataprotection@thepromise.scot

Complaints to Information Commissioner's Office (ICO)

If you are dissatisfied with our response, you have the right to lodge a complaint with the Information Commissioner's Office about our handling of your personal data:

<https://ico.org.uk/make-a-complaint/>

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Telephone helpline: 0303 123 1113

Schedule 1: Personal data processed

When applying for a job with The Promise Scotland Ltd, you may be asked to provide the following types of personal information:

- Your name, address and contact details, including personal email address and telephone number
- Date of birth, gender
- Details of your qualifications, skills, experience and employment history
- CV, cover letter
- Whether you have a disability or additional needs for which the organisation needs to make reasonable adjustments during the recruitment process
- Information about care experienced status where you choose to provide this information

Where successful at interview, we will also collect:

- References from previous employers
- Next of kin and emergency contact information
- National Insurance number
- Bank account details, payroll records and tax status information
- Salary, annual leave, pension and information about your current level of remuneration, including benefit entitlements
- Workplace location
- Photograph for identification purposes
- Start and end dates
- Copy of driving licence, passport or utility bill
- Information about your entitlement to work in the UK

We may also process special category ‘sensitive’ data for example:

- Health and disability data where you choose to provide it may be processed to ensure reasonable adjustments can be made during your interview

22nd May 2025